**JOB SPECIFICATION TEMPLATE**

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| **Profile of Position: People Concepts Development Project Officer Delivery** |
| **[ For Army posts only] SLIM No:**  |
| **Position Details** |
| Rank | OF4 | Org. Unit | Defence People Concepts Development | UIN | D0905V |
| Upper Lower Rank | OF4 | Org. Type | Permanent | Exchange With | N/A |
| Service (Job) | Defence People Strategy & Policy | TLB | HOCS | Location | MOD Main Building |
| Start Date for Position |  01/07/21 | Proposed End Date for Position  |  31/07/23 | Liability Driving | No |
| Hiring Status | Note 6 | Position Status | Note 7 | Position Type | Note 7 |
| Person Category | FTRS(HC) | Position Status EIT | Note 7 | Service Option | Any |
| Domain | Any | Career Field |  Personnel | Sub Career Field | Note 11 |
| Talent Management | N/A | Tour Length | 24 months | Handover | N/A |
| Type of Operation | N/A | Operation Name | N/A | Operation PID | N/A |
| Hierarchy Parent 1 | DEPUTY HEAD PEOPLE CONCEPTS AND DEVELOPMENT|2101074 | Hierarchy Parent 2 | HEAD PEOPLE CONCEPTS AND DEVELOPMENT|2099219 | Hierarchy Parent 3 | PERS CAP DS SEC|1896168 |
| Incumbent | New role | Incumbent Future Availability Date |  | Environment | Military & Civilian |
| Minimum Medical Standard | MLD? | Child Positions | N/A | Preferred Gender | N/A |
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| **Career Management and Rotational Information** |  |
| Position CM Desk | Service (CM) | Applicable From | Applicable To |  |
|  |  |  |  |  |
| Branch/Arm/Group | Main Trade | Sub Regt/Corp |  |  |
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| **Alternative Branch or Trade** |
| Alternative 1 | Alternative 2 | Alternative 3 |
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| **Specialist Pay** |  |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | Specialist Pay 5 |  |
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| **Unit & Position Role** |
| Unit Function | Ensuring Defence can access and acquire the skills we need building a more flexible, agile and diverse workforce.  |
| Position Role | Manage all aspects of a project or significant work strand. |
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| **Responsibilities** |
| 1. Gather and analyse data, drawing on relevant SMEs to test new concepts to derive practical future interventions. |  |
| 2. Ensure appropriate project governance is in place to resolve issues, agree the way forward or escalate areas of concern. |  |
| 3. Create new and/or update existing policies based on agreements reached with stakeholders and endorsed by the appropriate authority. |  |
| 4. Articulate (orally and in writing) credible evidence-based policy options and strategies upon which senior boards/personnel can make decisions. |  |
| 5. Contribute to production/maintenance of project plans, dashboards, risks and other tasks, in line with MOD/Government policy. |  |
| 6. Produce communications working with stakeholders and the Defence People Communications Team to to support the aims of the project.  |  |
| 7. Provide cleared responses to requests from outside of PCD, including Ministerial requests, Parliamentary Questions and other areas in defence. |  |
| 8. Look beyond immediate areas of responsibility to align with the work of others and identify opportunities to work better across teams. |  |
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| **Competence Requirements** |
| Competence - Full Name | Proficiency Level | Essential | Acquired |
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|  NSV Security|Security Check|Joint|No |   | X |  |
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| **Pre-Employment Training** |
| Pre-Employment Training 1 | Pre-Employment Training 1 Priority | Pre-Employment Training 2 | Pre-Employment Training 2 Priority | Pre-Employment Training 3 | Pre-Employment Training 3 Priority |
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| **Local Considerations** |
| Domestic |
| N/A |  |
| Employer Comments |
| * P3M experience – desirable
* *Self-starting and able to work on your own initiative, you will be comfortable working through a new task independently*
* *Used to working to challenging deadlines, and managing a range of priorities at the same time you will be organised and efficient with your time, able to prioritise and deliver quickly but to a high standard*
* *Confident, bright minded, you’ll be interested in what’s going on around you – even if you aren’t working on it directly.*
* *Able to bring experience from previous roles – you will be able to help us improve the way we do things.*
* *Prepared to jump into the project you won’t be afraid to ask questions. We all work closely together, so collaboration is key.*
* *Flexible and willing to apply your skills to a range of tasks across the team.*
* *Keen to be a friendly, supportive and proactive member of the team.*
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